

Approving (and Denying) Online Vouchers

Approvers should verify that all voucher information is correct. In particular, they should verify the following:

- **Vouchers for purchase orders are copied from PO receipts.** It is very important that all vouchers for a PO are created from the PO receipt so that the encumbrance created by the PO is relieved.
- Chartfield values are correct.
- The dollar amount is correct.
- The vendor information and remit to address are correct.










The Voucher Approval pages do not show all the information that approvers need to verify. To see this information, approvers have two options:

- Run the SOIAP008 query
- Access the voucher in the Voucher component pages

Step	Action
1	A. Click the Worklist link and click on the voucher you want to review. OR B. Navigate to Accounts Payable > Vouchers > Approve > Approve Vouchers and search for the voucher.
2	Review summary information on the Approval page: <ul style="list-style-type: none"> • Invoice number • Invoice date • Total • Freight • Remit vendor name
3	Click the Line Information tab and review line item detail.
4	Click the Charge Information tab and review accounting information.
5	Return to the Approval page.
6	Select Approved or Denied .
7	Click Save .
Results	<p>A. If you select Approved and are not the final approver for the voucher, a message appears saying you do not have authority to perform this action. Click OK to send the voucher to the next approval level.</p> <p>B. If you select Approved and you are the final approver, the voucher approval status changes to "Approved."</p> <p>C. If you select Deny, the voucher is routed back to the originator for correction.</p> <p>Note: When you deny a voucher, send an email to the originator explaining the problem with the voucher. Also, send the original invoice and a copy of query SOIAP008 noting the problem to the originator.</p>


Approving Vouchers Created by Voucher Build

Vouchers created by voucher build are created within a control group, and the entire group is routed for approval. When reviewing vouchers created by voucher build, approvers should verify the same information that they do for online vouchers.

Step	Action																														
1	<p>A. Click the Worklist link and click on the control group you want to review.</p> <p>OR</p> <p>B. Navigate to Accounts Payable > Control Groups > Approve Control Groups and search for the group.</p>																														
2	<p>Search for the Control Group you want to review.</p> <div><div><div><div><div><div>Business Unit 00050</div><div>Control Group ID 0000000167</div></div><div><div>Approval</div><div>Remove</div><div>Run Report</div></div></div></div></div><div><div>Select All</div><div>Deselect All</div></div><div><div><div>Customize Find View All  First  1-4 of 4  Last</div><div><div>Vouchers </div><table><thead><tr><th>Select</th><th>Voucher ID</th><th>Invoice Number</th><th>Invoice Date</th><th>Vendor ID</th><th>Base Gross Amount</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>00001082</td><td>4600787643ctd</td><td>10/10/2007</td><td>0000000012</td><td>320.750</td></tr><tr><td><input type="checkbox"/></td><td>00001081</td><td>4600787743ctd</td><td>10/10/2007</td><td>0000000012</td><td>1200.000</td></tr><tr><td><input checked="" type="checkbox"/></td><td>00001080</td><td>4600787843ctd</td><td>10/10/2007</td><td>0000000012</td><td>600.500</td></tr><tr><td><input type="checkbox"/></td><td>00001079</td><td>4600787843ctd</td><td>10/10/2007</td><td>0000000012</td><td>248.550</td></tr></tbody></table></div><div><div> Save</div><div> View Worklist</div><div> Previous in Worklist</div><div> Next in Worklist</div><div> Notify</div></div></div></div></div> <div><h3>ApSC01</h3></div>	Select	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Base Gross Amount	<input checked="" type="checkbox"/>	00001082	4600787643ctd	10/10/2007	0000000012	320.750	<input type="checkbox"/>	00001081	4600787743ctd	10/10/2007	0000000012	1200.000	<input checked="" type="checkbox"/>	00001080	4600787843ctd	10/10/2007	0000000012	600.500	<input type="checkbox"/>	00001079	4600787843ctd	10/10/2007	0000000012	248.550
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3	Click the Voucher ID link for each voucher to review it in detail.																														
4	<p>Click the Select checkbox for vouchers you want to approve or remove. (You can select or deselect all vouchers by clicking the Select All link or the Deselect All link.)</p> <p>Note: You cannot approve only some of the vouchers that are in the group. If you only want to approve some of the vouchers in the group, you must first remove the ones you do not want to approve.</p>																														
5	Check to the right of the navigation bar to make sure you View All rows.																														
6	<p>Click the Approval button or the Remove button.</p> <p>Note: The Approval and Remove buttons are not available until a voucher has been selected.</p>																														
Results	<p>A. If you select Approved and are not the final approver for the vouchers in the control group, a message appears saying you do not have authority to perform this action. Click OK to send the control group to the next approval level.</p> <p>B. If you select Approved and you are the final approver, the status of the vouchers in the control group changes to "Approved."</p> <p>C. If you select Remove, the vouchers that are removed from the control group are processed by the system in the same manner as individual, online vouchers.</p>																														

Approving SDO Reimbursement Vouchers (AOS Only)

AOS must review and approve all SDO payment reimbursements before SDO payment vouchers can be created.

Step	Action
1	A. Navigate to Accounts Payable > Payments > SDO Payments Reimbursement > SDO Reimbursement Approval and search for the SDO Reimbursement ID you want to review. OR B. Scan the SDO Transmittal Form.
2	Review payments for compliance with the SDO policy. Click the Remittance Info tab, the Modification History tab, or the Expand All icon  to view all payment information.
3	Check to the right of the navigation bar to make sure you View All rows.
4	Clear or update the Comments field for each payment, as necessary.
5	Click the Select checkbox for vouchers you want to approve or deny. (You can select or deselect all vouchers by clicking the Select All button or the Deselect All button.)
6	Click the Approve button or the Deny button.
Results	A. If you select Approve , the Reimbursement Status of the payments changes to "Submitted." B. If you select Deny , the Reimbursement Status of the payments changes to "Denied."

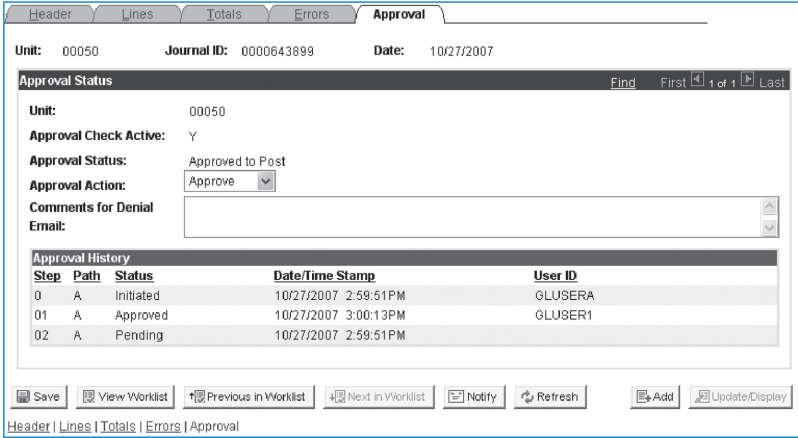
Approving High-Volume Payments

High-volume payments are loaded into ENCOMPASS via a batch upload process. Before these payments can be created and sent to payees, they must be approved.

Step	Action																												
1	<p>A. Click the Worklist link and click on the batch you want to review.</p> <p>OR</p> <p>B. Navigate to Accounts Payable > High Volume Payments > Review Batch for Approval and search for the batch.</p>																												
2	<p>Search for the Batch ID you want to review.</p> <div><div><div>Batch Approval</div><div><div>Business Unit: 00050 Auditor of State</div><div>Batch Type: MISC HV Miscellaneous</div><div>Batch ID: 092020070056</div></div><div><div>Number of Payments: 3</div><div>Batch Total Amount: \$30,000</div><div>Batch File Date: 10/10/2007</div></div><div><div>Approval Status</div><div><input checked="" type="radio"/> Pending <input type="radio"/> Approved <input type="radio"/> Denied</div></div></div></div> <div><div>Payment Sequence # 1 To 3 Of 3</div><div><div>Payment Detail</div><div>Payee Address Pay Cycle Details TTTT</div><div>Customize Find View All First 1-3 of 3 Last</div><table><thead><tr><th>Sequence Number</th><th>Transaction Number</th><th>Distribution Detail</th><th>Name 1</th><th>Invoice Number</th><th>Due Date</th><th>Amount</th></tr></thead><tbody><tr><td>1</td><td>0927200700030</td><td></td><td>Reggie Miller</td><td>INV00001</td><td>10/10/2007</td><td>\$10,000</td></tr><tr><td>2</td><td>0927200700031</td><td></td><td>Rik Smits</td><td>INV00002</td><td>10/10/2007</td><td>\$10,000</td></tr><tr><td>3</td><td>0927200700032</td><td></td><td>Rik Smits</td><td>INV00003</td><td>10/10/2007</td><td>\$10,000</td></tr></tbody></table></div></div> <p>ApSC02</p>	Sequence Number	Transaction Number	Distribution Detail	Name 1	Invoice Number	Due Date	Amount	1	0927200700030		Reggie Miller	INV00001	10/10/2007	\$10,000	2	0927200700031		Rik Smits	INV00002	10/10/2007	\$10,000	3	0927200700032		Rik Smits	INV00003	10/10/2007	\$10,000
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3	Verify that the Number of Payments and Batch Total Amount are correct.																												
4	<p>In the Payment Detail section, click the Expand All icon to see all columns at once.</p>																												
5	Verify information as necessary.																												
6	<p>Click the Distribution Detail icon to view accounting distribution information.</p> <p>Note: This action opens a new window. Close or minimize the new window to see the Batch Approval page.</p>																												
7	Select Approved or Denied .																												
8	Click Save .																												
Results	<p>A. If you select Approved and are not the final approver for the batch, a message appears saying you do not have authority to perform this action. Click OK to send the batch to the next approval level.</p> <p>B. If you select Approved and you are the final approver, the batch approval status changes to "Approved."</p> <p>C. If you select Denied, the batch is routed back to the originator for correction.</p> <p>Note: When you deny a high-volume payment batch, send an email to the originator explaining the problem with the batch.</p>																												

Approving Journal Entries

A journal is entered, edited and budget checked, and then submitted to AOS for approval. Journal entries created from subsystems do not go through AOS approval.

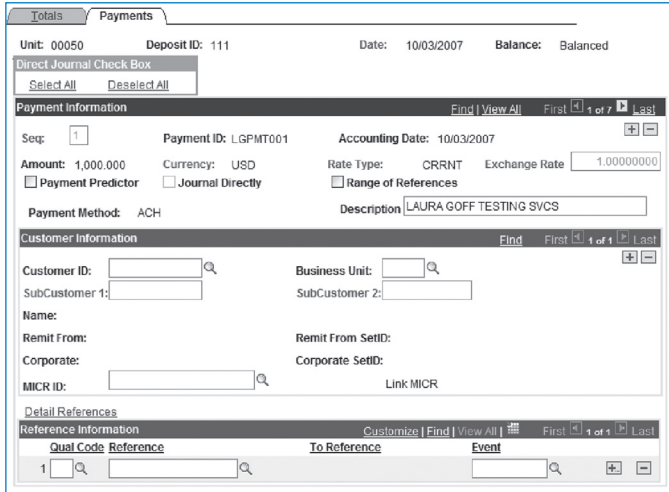
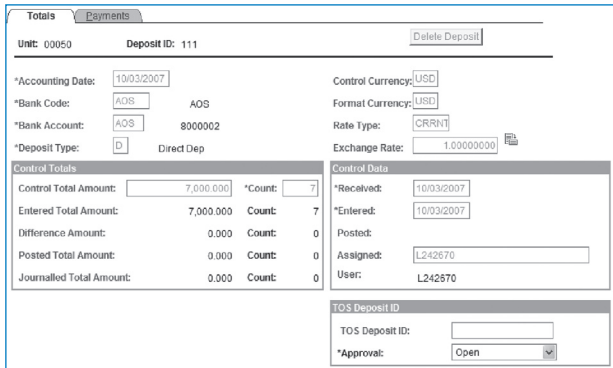
Step	Action
1	<p>A. Click the Worklist link and click on the journal you want to review.</p> <p>OR</p> <p>B. Navigate to General Ledger > Journals > Journal Entry > Create/Update Journal Entries and search for the journal.</p>
2	Review the journal and verify that the accounting is correct for the purpose of the journal.
3	Go to the Approval page.
	 <p>ApSC03</p>
4	In the Approval Action field, select Approve or Deny or Recycle .
5	If you select Deny , enter an explanation in the Comments for Denial Email box.
6	Click Save .
Results	<p>A. If you select Approve and are not the final approver, the journal is routed to the next approver.</p> <p>B. If you select Approve and you are the final approver, the voucher approval status changes to "Approved" and the journal is ready for posting.</p> <p>C. If you select Deny, an email is sent to the previous approver; the journal is not routed anywhere through workflow.</p> <p>D. If you select Recycle, the journal is routed back to the originator for correction.</p>

Approving Asset Disposals

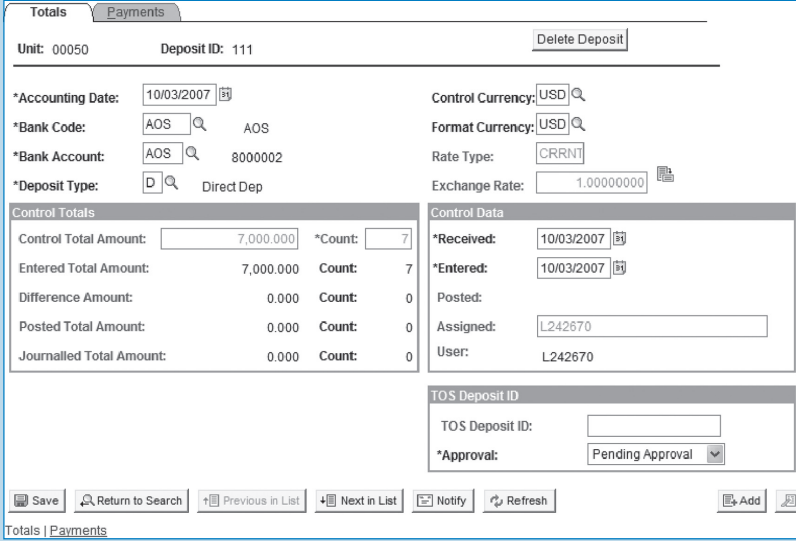
Step	Action
1	<p>A. Click the Worklist link and click on the disposed asset you want to review.</p> <p>OR</p> <p>B. Navigate to Asset Management > Asset Transactions > Asset Disposal > Approve Disposals and search for the disposed asset.</p>
2	<p>Review the asset or assets to be disposed of.</p> <div data-bbox="546 482 1338 797"> </div> <p>ApSC04</p>
3	<p>In the Approval Status field for each item, select Approved or Pending or Denied. (You can select approved or denied for all assets by clicking the Approve All button or the Deny All button.)</p>
4	<p>Click the Submit button.</p>
Results	<p>A. If you select Approved, the asset will be disposed.</p> <p>B. If you select Pending, the disposal request is placed on hold.</p> <p>C. If you select Denied, an email is sent to the requester.</p>

Setting Deposit Status to Pending Approval (Agency)

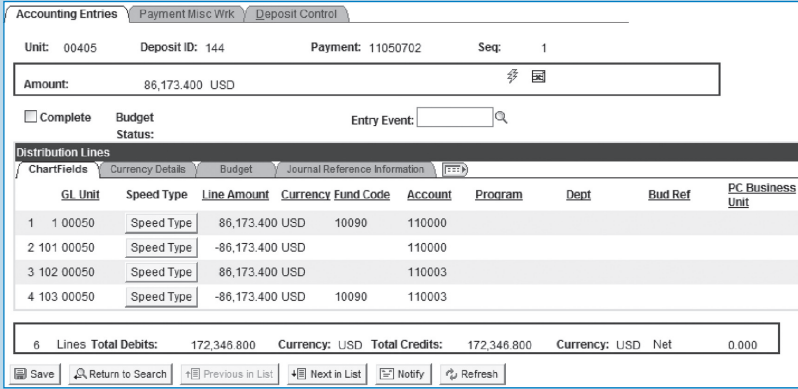

When the agency has completed the deposit group and is ready to submit the deposit to TOS, the agency sets the Approval status to Pending Approval. The deposit group is then available for TOS to approve.

Step	Action
1	Navigate to Accounts Receivable > Payments > Online Payments > Regular Deposit.
2	Search for the Deposit ID you want to designate as "Pending Approval." The status should be "Open."
3	On the Payments page, verify the data entry for each payment in the deposit group.
	 <p>ApSC05</p>
4	Check to the right of the navigation bar to make sure you View All rows.
5	If appropriate for your agency, verify that the Journal Directly checkbox is selected for all payments in the deposit group.
6	On the Totals page, verify the total number and dollar amount of the payments in the deposit group.
	 <p>ApSC06</p>
7	Select Pending Approval in the Approval field.
8	Click Save .
Results	The deposit group is available for TOS to approve.

Approving Deposits (TOS)

Step	Action
1	Navigate to Accounts Receivable > Payments > Online Payments > Regular Deposit.
2	Search for the Deposit ID you want to approve. The status should be "Pending Approval."
	 <p>ApSC07</p>
3	Verify the following: <ul style="list-style-type: none"> • Total count and dollar amount of payments in the deposit group • Accounting date • Deposit type
4	On the Totals page, select Approved in the Approval field.
5	Click Save .
Results	The deposit is approved and ready to have accounting entries created.

Creating Accounting Entries for Direct Journal Payments

Step	Action
1	Navigate to Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries .
2	Search for the deposit for which you want to create accounting entries. Only approved deposits that have the Journal Directly checkbox selected will appear in the search results.
	 <p>ApSC08</p>
3	Click the lightning bolt icon  to create accounting entries.
4	After the accounting entries are created, select the Complete checkbox. This checkbox enables the accounting entries to be posted to the general ledger.
5	Click Save .
Results	The accounting entries are created. They will be posted to the general ledger when Journal Generator runs.